

**Minutes of the Special Meeting (Goal Setting Workshop) of Saturday, April 23, 2011**  
**One Twin Pines Lane, Emergency Operations Center**

**CALL TO ORDER 1:05 P.M.**

**ROLL CALL**

COUNCILMEMBERS PRESENT: Feierbach, Warden, Lieberman, Wozniak, Braunstein

COUNCILMEMBERS ABSENT: None

Staff Present: City Manager Scoles, City Clerk Cook, Executive Assistant Stallings

**PUBLIC/COUNCIL COMMENTS/ANNOUNCEMENTS**

Councilmember Wozniak provided an update of the Mediation Session held on April 22 with the City of San Carlos relative to the fire dissolution. She noted that following the session, a joint statement was drafted, which San Carlos chose to release on its own. She explained that no agreement was reached. She briefly outlined the format of the mediation. She noted that the City of Belmont presented three options for cost savings, but the City of San Carlos's primary goal was to dissolve the Belmont-San Carlos Fire Department. She noted that the discussions were productive. She explained that unfunded liabilities were not a factor in the discussions.

City Manager Scoles explained that the San Carlos representatives in attendance were not interested in doing anything to prevent the dissolution. He clarified that the three options included 1) extension of date for dissolution, 2) labor concessions, and 3) if certain financial targets are not reached, mediation would once again be implemented.

**City Council Goal Setting Work Plan Development**

City Manager Scoles stated that the Council priorities were considered in March. He recommended tying priorities to the City's vision statement, and eliminating those that are completed, nearing completion, or no longer desired. He explained that top goals could be identified for completion over the next two years. He outlined how staff categorized the priorities into each area of the vision statement. He explained that some projects do not easily fit, especially those related to public safety, sustainability, infrastructure, effective government and civic engagement. He noted that the next step in the process could be strategic planning.

Councilmember Wozniak expressed support for having an area devoted to public safety, infrastructure and sustainability. She cited a recent C/CAG meeting discussion regarding regional housing and transportation, and noted that the region cannot sustain much more growth due to infrastructure needs in all Peninsula cities. She stated that reviewing projects through the vision statement makes more sense as a tool for focusing resources.

Mayor Feierbach expressed support for the concept of categorizing priorities such as what has been presented. She noted that meeting sustainability goals will be required for the General Plan Update.

Councilmember Lieberman expressed support for this concept, and noted that some areas might be missing in the vision statement. He suggested creating a core services section and exploring why some priorities do not fit the categories.

Councilmember Warden expressed support for this concept, and suggested reconvening the visioning committee to incorporate missing items. He stated that the vision statement is a living document and should be revisited over time. He concurred with the need to incorporate public safety and to focus on the facets of the community rather than departments. He noted that the City Council has received more public input on circular driveways than it has on the fire department issue.

City Manager Scoles explained that some projects may not be brought enough to be on the list, some could be combined, and subsets could be created of others.

Discussion ensued. Council concurred to remove circular driveways, Cipriani Dog Park Improvements, and the tree ordinance, as completed or nearly-completed projects. Council also concurred to re-title the San Juan Hills Property Acquisition to more accurately reflect the next phase of the work to be done with the property.

**ACTION:** On a motion by Councilmember Warden, seconded by Mayor Feierbach, and rejected on a vote of 2-3 (Lieberman, Wozniak, Braunstein no) to remove the consideration of off-leash hours at Barrett Community Center from the list of projects.

Discussion ensued regarding the Harbor Industrial Area. Council concurred to leave it on the project list.

Council concurred to combine the economic impact of high speed rail into the high speed rail project. Council also concurred to delete trail improvements as a Council priority and to have it remain as an ongoing project at the department level.

**RECESS: 2:40 P.M.**  
**RECONVENE: 2:45 P.M.**

Council concurred to remove the tree planting program from the list as a special project, since this activity is ongoing.

City Treasurer Violet stated that the Green Advisory Committee (GAC) hopes to discuss three potential sustainable ordinances with the City Council.

City Manager Scoles recommended that environmental and sustainability items be combined and kept above the line. He explained that GAC would like the City Council to consider a ban on single-use plastic bags, and ordinances addressing water efficiency and recycling of construction materials.

Discussion ensued about how to prioritize important issues.

Council concurred to keep the proposed ordinance regulating large family day care facilities above the line.

Discussion ensued regarding the future use of the Barrett Community Center.

Councilmember Braunstein stated that the project will involve more than just addressing the uses of the facility.

Mayor Feierbach stated that the facility needs much work. She recommended fixing it up first, before determining what to do with it for the future.

Councilmember Lieberman stated that this project could be best served with a task force. He noted that there is a potential for a ballot measure for funding. He recommended directing staff to compile options for the Council's consideration on how to approach this issue.

Councilmember Warden stated that doing something with Barrett would be a big effort, and community input is needed. He noted there are limited resources. A clear goal is needed for the facility, due to its multiple uses. The City Council needs to understand the scope of effort.

Councilmember Wozniak concurred that community involvement would be needed for such an undertaking.

Council concurred to keep this project on the list, potentially remaining below the line for now.

Discussion ensued regarding the potential off-leash dog hours at Barrett Community Center.

Councilmember Lieberman suggested that this should be a Parks and Recreation Department priority project, not a City Council priority.

Councilmember Warden expressed support for having the department work on a solution without a new ordinance. He stated there are other more important projects for Council's consideration.

Council concurred to move this project to the Parks and Recreation Department's work plan.

Council also concurred to leave the Davey Glen Park planning and solar access ordinance on the list, to remove the playground equipment at Barrett Community Center to the Parks and Recreation Department's work plan, and to leave Community Artway and Historic Preservation below the line.

Discussion ensued regarding the General Plan Update and Economic Development activities, and Council concurred to keep these projects active.

Discussion ensued regarding the assessment of the condition of City facilities. City Manager Scoles suggested that it be categorized the same as other infrastructure issues. Councilmember Braunstein stated that assessing the condition of facilities is only a first step, as there is also a need to plan for how to address the condition. Council concurred to leave this an active project.

Council concurred to leave the annexation of the Harbor Industrial Area and modification of wireless communication facilities below the line.

Discussion ensued regarding the issues proposed by the Finance Commission.

City Treasurer Violet explained that the Finance Commission is struggling to find its role beyond budget review. The Commission is requesting a joint meeting to refine these matters.

Councilmember Lieberman stated that the issue is how the initiatives have been proposed, including the expansion of the Finance Commission's charter.

Mayor Feierbach expressed concern that the Finance Commission wants to involve itself in matters beyond its scope, and this needs to be discussed in a joint meeting. There is a need to define the role of the Finance Commission.

Council concurred to remove the employee compensation and expansion of the Finance Commission charter into a work plan rather than remain as a priority project.

Council also concurred to keep the storm and surface water drainage regulations below the line. It concurred to keep sewer laterals as an active project. City Manager Scoles stated that the department is already working on this item which will be brought to the City Council at a near future meeting.

**ACTION:** On a vote by Councilmembers Warden, Wozniak and Mayor Feierbach, the Grand Boulevard project was removed from the list.

Discussion ensued regarding a number of other items on the priority calendar. Council concurred to leave Old County Road lighting on the list. It also concurred to remove the San Juan Canyon park property acquisition, since this has already taken place, and concurred to move traffic policies to the Public Works Department's work plan.

Council concurred to assign the status of below-the-line to the following projects: Ralston Avenue Traffic Study, Paper trails, Share the Roads, Ralston/Alameda de las Pulgas Scenic Corridor designation, Parks Nonprofit Foundation, Parks Open Space Master Plan, Creek Restoration, San Juan Canyon Open Space, Floor Area Transfer, Utility structures in the public right-of-way, and Ralston Avenue Street lighting.

Council concurred to combine several zoning items under one project heading, including Administrative Conditional Use Permits, cut/fill standards, garage parking standards, and zoning ordinance definitions/standards.

It was noted that residential design guidelines was being worked on by staff and would be brought to the City Council soon.

Council concurred to move the Holiday Tree Lighting project to the Parks and Recreation Department's work plan.

**RECESS: 4:15 P.M.**

**RECONVENE: 4:20 P.M.**

### **Review of City Council Subcommittee Process**

City Manager Scoles stated that a modification of the subcommittee structure has been discussed throughout the past two years. He noted that a new structure was approved in May of 2009, and in January of 2010, the Economic Development and Infrastructure Subcommittees were disbanded. The remainder of the subcommittees were placed on hold.

City Manager Scoles outlined how items trickle out from the City Council, including regular meetings, study sessions, review by the various commissions, and through the ad hoc process. He expressed a desire to ensure that staff is responsive to the City Council's needs, and he noted there is a need for strategic processes. He stated that it is more time consuming to accomplish tasks without the subcommittee process, and he noted there may be a need for more ad hoc committees.

Mayor Feierbach expressed concern that two Council subcommittee members get information before the remainder of the City Council, as do members of the public in attendance at the subcommittee meetings.

Councilmember Braunstein expressed support for the subcommittee process as a more meaningful place for discussions. He stated that the new structure proposed by former City Manager Crist might have been a better option.

Councilmember Wozniak stated that staff has expressed a need for subcommittees as a way to vet ideas.

City Manager Scoles concurred that the subcommittee is a good place to vet ideas. He suggested that the City Council consider more study sessions, which are less formal than regular Council meetings. He noted that there are better ways to share information with the City Council.

Councilmember Lieberman stated that subcommittees are an efficient way to do business. He cited the difficulty of having in-depth discussions at the City Council meetings. He noted that the Council

agenda Item 8's provided this opportunity, but that section of the agenda is often heard late in the evening. He recommended moving it up on the agenda.

Councilmember Warden stated that it is hard to draw the line where issues are appropriately vetted at the subcommittee level, or would be better presented to the entire City Council. He recommended more study sessions.

Councilmember Braunstein suggested an education process when the discussion has gone too far at the subcommittee level.

Mayor Feierbach noted that the public became too participatory in the economic development subcommittee process, which became problematic.

Discussion ensued.

Councilmember Wozniak expressed support for more study sessions. She noted that some topics do not belong at the subcommittee level. She suggested forming ad hoc committees as issues arise, which could be expanded to a subcommittee if needed.

In response to Councilmember Warden, City Manager Scoles clarified that time has been lost without the use of subcommittees.

**Discussion and Direction Regarding Potential Study Session/Joint Meeting for May 31, 2011 (5<sup>th</sup> Tuesday)**

Council concurred to include the presentation from the Bohannon group for consideration of amendments to the Exclusive Negotiating Agreement for Shoreway Place, the proposals from the Green Advisory Committee, and a closed session on labor negotiations. It concurred to wait to schedule a joint meeting with the Finance Commission until Council fills all the positions.

**PUBLIC COMMENTS**

**George Burgess**, Belmont Chamber of Commerce, recommended an allowance of more than three minutes for public comments at study sessions.

**ADJOURNMENT** at this time, being 5:05 P.M.

**Terri Cook**  
**City Clerk**

Meeting Tape Recorded and Videotaped  
Audio Recording 788